

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

August 1994

Issue #9

NJCFS TRAINING

UPCOMING TRAINING EFFORTS

Beginning in September and continuing through the end of this calendar year, the Office of Management and Budget will conduct a major training effort, in conjunction with the State takeover of the county courts. During these months, Judiciary staff from counties throughout the entire state will be trained in all modules of the NJCFS.

The Accounting/Agency Support section will also work to address the training needs of all state agencies, based upon responses which we received to a questionnaire distributed in February 1994. We will provide departments with information after the initial September training.

NJCFS TRAVEL MODULE

On July 11 and July 13, the Office of Management and Budget conducted training on the NJCFS Travel Module for the Department of the Treasury, Fiscal Office staff. As mentioned in the April 1994 Newsletter, Treasury is the pilot agency for the NJCFS Travel. Based upon the Evaluation Sheets which were distributed at the training sessions the training was well received.

Treasury is scheduled to begin travel processing in

production the first week in August. In the interim, participants have been provided with a "practice region" in which they can hone their skills until actual data entry begins.

After Treasury's fiscal staff has had an opportunity to work with the Travel Module, we will be determining and coordinating when other agencies come on board. We will schedule training on the Travel Subsystem as agencies prepare to "go live."

FOCUS

MENU-DRIVEN REPORTS

CFS users may avail themselves of the standard FOCUS reports which have been made available on the on-line menu. Listed below are some pertinent facts:

- FOCUS users use the command "CFSRPTS" on INFOMENU
- NJCFS FOCUS Menu guides are available from OTIS Info Services
- Non-FOCUS users do not need full FOCUS training; they must complete Request for NJCFS Menu Access and Training form
- Training is a two-hour session. One on INFOMENU and one on FOCUS MENU

-Non-FOCUS users will use group ID's to provide flexibility

CONTACTS FOR MENU SUPPORT:

Irwin Nadel, OMB - OIS, 633-8363

Dottie Graulich, OTIS - Info Services, 530-5861

CONTACTS FOR QUESTIONS, TO PROVIDE PROGRAMS OR TO PROVIDE SUGGESTIONS:

John Burrows, OMB Accounting Bureau, 984-5217

Joseph Scarlata, OMB Accounting Bureau, 292-4604

NJCFS TABLES

The IXAP file is now available on FOCUS and the OINL will be available starting July 11. Please be advised that two year-end versions of APPR, OINL, REVB, FAIT, AGFA, EXPB, BBAL, OPVL, OPOL and ORQL will be available in batch; one version as of the close of accounting period 12 and the other as of the close of accounting period 13.

Closed ledgers from the prior fiscal year will be combined together into one file each September under a new name due to storage limitations.

Starting with the close of accounting period 01 in fiscal year 1995, the monthly batch SEQGENL and SEQBUDL files will include

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

August 1994

Issue #9

the accounting period and fiscal year in their dataset names.

USER GROUP

REFUNDS OF DISBURSEMENTS

At the July meeting, Kim Shidlowski, OMB Accounting/Agency Support, presented a review of the processing of Refunds of Disbursements in CFS. She raised the following points:

- Deposits for vendor refunds must be recorded in the accounting distribution used in the original disbursement.
- Continuing Appropriations (Appr. Type 02) will remain open. Deposits for vendor refunds to this type of account must be recorded in the same Budget Fiscal Year and accounting distribution as the original disbursement.
- If the deposit date of the vendor refund is after the **appropriation end date**, agencies must determine the following:

IF	THEN
Lapse Account (Appr Type 01)	Record in revenue account to be established for each department
Carry-forward Account (Appr Type 04)	Record in BFY 95, using the same accounting distribution as original disbursement

Kim also advised that 3XX and 4XX funds for the IPB Interface are now on the system. In addition, Appropriation Types on the system are now correct. Agencies were directed to contact Betty Jane Eddowes at 292-5040 if they have any problems with Appropriation Types; she will coordinate these matters with Joe Mallardi of OMB Financial Reporting.

PETTY CASH

Betty Jane Eddowes informed the users that petty cash fund renewal packages were sent out later than usual. Agencies were reminded that they may continue to use their petty cash funds during the renewal processing period.

TRANSITIONS

In July, the State of New Jersey said farewell to Richard Anderson, Manager, OMB Accounting. Dick retired after 27 years of state service. Dick was honored at a luncheon on July 12, at which close to 150 friends, family and co-workers attended. He was instrumental in the implementation of NJCFS, was involved in the day-to-day operations of NJCFS and even participated in the early training sessions. Dick was well known for his innovative ideas and brought the use of personal computers to new heights in the Office of Management and Budget.

GENERAL MESSAGE

Please make sure that you check the General Message screen for all pertinent information regarding NJCFS. General messages can be scanned by date. Scan on the previous working day's date and enter 01 in the screen number to access the most current information.

YEAR-END CLOSE

We lived through another one! OMB staff worked diligently, to the last second, to complete the fiscal year-end close.